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## Procedure for DNA Extraction using the EZ1 Advanced XL

**1.0 Purpose** – This procedure specifies the steps for performing DNA extractions using the EZ1 Advanced XL BioRobot.

**2.0 Scope** – This procedure applies to Forensic Scientists in the Forensic Biology Section who perform DNA extractions for forensic casework.

### 3.0 Definitions

- **Carrier RNA** – Component of the DNA Investigator Kit that is present to enhance the binding of DNA to the silica surface of the magnetic particles present in the reagent cartridge. This enables more efficient isolation of low amounts of DNA from samples.
- **Differential lysis**: An extraction process used for the analysis of mixed stains. It includes what is referred to as sperm and non-sperm lysis. The non-sperm lysis is contained in the aqueous portion remaining after a gentle lysis treatment of the stain. A more rigorous treatment follows for the pellet material (generally sperm); this is referred to as the sperm lysis.
- **Dithiothreitol (DTT)**: A chemical present to reduce the disulfide bonds that maintain the integrity of the sperm head. Sperm heads do not readily lyse in the absence of DTT.
- **DNA Investigator Kit**: Supplies provided by Qiagen for the extraction of forensic casework. This kit includes, the reagent cartridge, Proteinase K, carrier RNA, tubes and tips.
- **Ethylenediaminetetraacetic acid (EDTA)**: A component of the reactions used in the lysis process, which inhibits nuclease activity.
- **Known**: Biological material whose identity is established. These types of samples are used in casework for comparison to evidence.
- **Proteinase K (ProK)**: A proteolytic enzyme that reduces proteins to their constituent amino acids. In particular, ProK removes the histone groups that keep the DNA tightly bound within the cell. The enzymatic activity of ProK lasts for approximately two hours and eventually self-digests.
- **Reagent Cartridge**: Reagents for the purification of nucleic acids from a single sample on the EZ1 Advanced XL BioRobot are contained in a single reagent cartridge. Each well of the cartridge contains a particular reagent, such as magnetic particles, buffers, and water.
- **Sodium dodecyl sulfate (SDS)**: A chemical whose presence serves to rupture the cell nuclear membrane to expose the nucleic acids. It also assists in the denaturation of the nuclear proteins that are attached to the DNA.
- **Unknown**: Biological material whose identity has not been established. These types of samples are used in casework for comparison to any available known samples. Also called “questioned” item.
- **Worktable**: The location where the user loads samples and the components of the EZ1 DNA Investigator Kit.

### 4.0 Equipment, Materials, and Reagents

- Stain Extraction Buffer (SEB)

- Tris/EDTA Solution (TE)
- Tris/EDTA/NaCl Solution (TEN)
- Dithiothreitol (DTT)
- 3M NaOAC, pH 5.0
- 0.5M EDTA
- Calibrated pipets (various sizes)
- ART Pipet Tips (or equivalent, various sizes)
- Qiagen EZ1 Advanced XL BioRobot
- Qiagen EZ1 DNA Investigator Kit (reagent cartridge, ProK, carrier RNA)
- Thermomixer
- Autoclaved microcentrifuge tubes (various sizes)
- Autoclaved Spin Ease Baskets (or equivalent)
- 2 mL tubes with a lyse & spin basket
- Sterile tubes (various sizes)
- Microcon 100 Filters and corresponding centrifuge tubes (or equivalent)
- Vortex mixer
- Various lab equipment (various disposable conical tubes, lab tape, lab coat, lab gloves, microcentrifuge tubes and racks, wipes, etc)
- 10 % Bleach solution

## 5.0 Procedure

### 5.1 Overview

- 5.1.1** All known samples shall be extracted separately from unknown samples. Thermomixers shall be designated exclusively for either “knowns” or “unknowns.”
- 5.1.2** For casework unknowns, a portion of each swab present shall be cut for analysis.
- 5.1.3** Scientists/trainees shall not extract more than 30 total items (knowns and unknowns) as a batch.
- 5.1.4** Negative extraction control
- 5.1.4.1** For each case, a reagent blank shall be prepared each time an extraction set is begun (i.e., knowns and unknowns.) This blank will consist of the reagents used in the extraction process and shall be treated the same as other samples throughout the entire process. Also, the final volume of this control shall be the same as the forensic sample(s) brought up in the most minimal volume and amplified using the maximum volume.  
Note: If hair roots are processed within an extraction set, a separate reagent blank shall be prepared.

**5.1.4.2** It is acceptable to run more than one reagent blank in anticipation of having to re-run or dilute samples for amplification.

**5.1.4.3** If additional extractions are performed, the associated negative extraction controls shall have a unique identifier (different date will suffice as identifier).

**5.1.5** All tubes shall be labeled with a unique identifier.

## **5.2 Preprocessing of Known Samples**

**5.2.1** Aseptically place the sample into a labeled 1.5 mL microcentrifuge tube or a lyse & spin basket with a 2 mL tube.

**5.2.2** To the sample, add 480  $\mu$ L of SEB, 20  $\mu$ L of Proteinase K solution, and 1  $\mu$ L of carrier RNA. Vortex briefly on low speed.

**5.2.3** Incubate the samples for 1 hour to overnight (based upon the type of sample) at 56 °C in a thermomixer set to approximately 900 rpm. If samples cannot be extracted immediately after incubation, then freeze and heat back to 56 °C before proceeding.

**5.2.4** If using a 2 mL tube with a lyse & spin basket, spin in a microcentrifuge at high speed for 5 minutes to activate the basket and force the extraction fluid into the tube. If any liquid remains in the basket, repeat spin. Remove the basket and discard it into a biohazard waste container.

**5.2.5** If using a 1.5 mL tube, spin briefly in a microcentrifuge to force condensate into the bottom of the tube. Aseptically transfer the sample(s) into a basket insert. Place the basket back in the tube containing the stain extract and cap the tube. Spin in a microcentrifuge at high speed for 5 minutes. Remove the basket and discard it into a biohazard waste container.

**5.2.6** Proceed to **5.7** to continue with Protocol: DNA Purification (Large Volume).

## **5.3 Preprocessing of Hair Roots**

**5.3.1** Hair roots are cut and placed in either a 1.5 mL tube or a 2 mL screw cap tube by the Trace Evidence Section and transferred to the Forensic Biology Section.

**5.3.2** To the sample, add 160  $\mu$ L of SEB, 20  $\mu$ L of Proteinase K solution, 20  $\mu$ L of DTT and 1  $\mu$ L of carrier RNA. Vortex briefly on low speed and spin briefly in a microcentrifuge to force the cutting into the extraction fluid.

**5.3.3** Incubate the samples for 1 hour to overnight (based upon the type of sample) at 56 °C in a thermomixer set to approximately 900 rpm.

**5.3.4** Spin briefly in a microcentrifuge to force condensation into the bottom of the tube.

**5.3.5** Proceed to **5.7** to continue with Protocol: DNA Purification (Trace).

#### **5.4 Preprocessing of Samples with Identified Sperm**

**5.4.1** Aseptically place the sample into a labeled 1.5 mL microcentrifuge tube or a lyse & spin basket with a 2 mL tube.

**5.4.2** To the sample, add 480  $\mu\text{L}$  of SEB, 20  $\mu\text{L}$  of Proteinase K solution and 1  $\mu\text{L}$  of carrier RNA. Vortex briefly on low speed.

**5.4.3** Incubate the samples for 2 hours to overnight (based upon the type of sample) at 56 °C in a thermomixer set to approximately 900 rpm.

**5.4.4** If using a 2 mL tube with a lyse & spin basket, spin in a microcentrifuge at high speed for 5 minutes to activate the basket and force the extraction fluid into the tube. If any liquid remains in the basket, repeat spin. Remove the basket and discard it into a biohazard waste container.

**5.4.5** If using a 1.5 mL tube, spin briefly in a microcentrifuge to force condensate into the bottom of the tube. Aseptically transfer the material to a basket insert. Place the basket insert into the tube containing the stain extract. Spin in a microcentrifuge at high speed for 5 minutes. Remove the basket and discard it into a biohazard waste container.

**5.4.6** While being careful not to disturb the pelleted material, remove the supernatant fluid from the original tube and place it into a new labeled tube. This supernatant is the non-sperm fraction. Analysis of the non-sperm fraction shall then be continued in **5.7** following Protocol: DNA Purification (Large Volume).

**5.4.7** Wash the sperm pellet by adding 1000  $\mu\text{L}$  of TEN, vortex the suspension briefly, and spin the tube in a microcentrifuge at maximum speed for 5 minutes. Remove and discard the supernatant fluid, being careful not to disturb the sperm pellet.

**5.4.8** Repeat the step above two to three times for a maximum of four washes to the sperm pellet. The number of washes depends on the quantity of sperm identified by the body fluid analysis.

**5.4.9** To the tube containing the washed pellet, add:

160  $\mu\text{L}$  SEB

10  $\mu\text{L}$  Proteinase K

40  $\mu\text{L}$  DTT

1  $\mu\text{L}$  carrier RNA

- 5.4.10 Close the tube caps, mix thoroughly by vortexing for 10 seconds, and spin in a microcentrifuge to force all the fluid and material to the bottom of the tubes.
- 5.4.11 Incubate the samples for 10 minutes at 70 °C in a thermomixer set to approximately 900 rpm.
- 5.4.12 Spin the sample tube in a microcentrifuge to force all the fluid to the bottom of the tube. DNA from the sperm fraction can now be purified from this tube.
- 5.4.13 Proceed to 5.7 to continue with Protocol: DNA Purification (Trace).

## 5.5 Preprocessing of Unknown Samples

- 5.5.1 Aseptically place the sample into a labeled 1.5 mL microcentrifuge tube or a lyse & spin basket with a 2 mL tube.
- 5.5.2 To the sample, add 480 µL of SEB, 20 µL of Proteinase K solution, and 1 µL of carrier RNA. Vortex briefly on low speed.
- 5.5.3 Incubate the samples from 2 hours to overnight at 56 °C in a thermomixer set to approximately 900 rpm. If samples cannot be extracted immediately after incubation, then freeze and heat back to 56 °C before proceeding.
- 5.5.4 If using a 2 mL tube with a lyse & spin basket, spin in a microcentrifuge at high speed for 5 minutes to activate the basket and force the extraction fluid into the tube. If any liquid remains in the basket, repeat spin. Remove the basket and discard it into a biohazard waste container.
- 5.5.5 If using a 1.5 mL tube, spin in a microcentrifuge to force condensate into the bottom of the tube. Aseptically transfer the cutting into a basket insert. Place the basket in the tube containing the stain extract and cap the tube. Spin in a microcentrifuge at high speed for 5 minutes. Remove the basket and discard it into a biohazard waste container.
- 5.5.6 Proceed to 5.7 to continue with Protocol: DNA Purification (Large Volume).

## 5.6 Preprocessing of Bone and Teeth

### 5.6.1 Sample Preparation – shall be performed in a Biological Safety Hood

#### 5.6.1.1 Dried Bone (no marrow or associated tissue)

##### 5.6.1.1.1 Cleaning the bone.

- 5.6.1.1.1.1 Small bones: If the bone is heavily soiled, it may be necessary to remove any debris or associated dirt from the bone or part of

the bone prior to cutting/grinding. The bone shall be placed in a weigh boat and a new toothbrush and sterile dH<sub>2</sub>O or SEB used to physically remove any excess dirt.

**5.6.1.1.2** Large bones: The area of the bone to be cut and used in analysis shall be ground off mechanically using a Dremel tool (cleaned with 10 % bleach) and a new grinding bit to remove soil and dirt.

**5.6.1.1.2** Remove a cross-sectional wedge or rectangle of bone using a cutting tool (e.g., Dremel tool with a cut-off wheel). Do not cut the bone in half unless necessary due to size; this preserves the bone for further anthropological study.

### **5.6.1.2 Bone with Associated Tissue and Marrow**

**5.6.1.2.1** If the tissue and marrow are not too degraded, take a sample of tissue and marrow and place in separate labeled microcentrifuge tubes for DNA extraction.

**5.6.1.2.2** Cleaning the bone

**5.6.1.2.2.1** Using a cutting tool (e.g., sterile scalpel blade or Dremel tool with a cut-off wheel) remove any associated tissue on the bone to be processed. Note: It is helpful to remove the tough fibrous membrane, the periosteum, prior to processing because the removal aids in the extraction process.

**5.6.1.2.3** Removal of bone section for DNA extraction using one of the following methods.

**5.6.1.2.3.1** Remove a cross-sectional wedge or rectangle of bone using a cutting tool (e.g., Dremel tool with a cut-off wheel).

**5.6.1.2.3.2** Using a decontaminated drill bit, drill 4 to 5 holes through the bone.

**5.6.1.2.3.3** Collect the powder produced from the drilling for analysis.

### **5.6.1.3 Tooth**

Wash the tooth. It may be necessary to remove debris and/or associated dirt from the tooth. The tooth should be placed in a weigh boat and thoroughly washed with dH<sub>2</sub>O or SEB. A new toothbrush shall be used to remove any debris or dirt.

## **5.6.2 Produce a Fine Powder from the Bone or Tooth**

**5.6.2.1** Obtain a new coffee grinder.

**5.6.2.2** Wipe down inside and outside with a Kim-wipe wetted with fresh 10 % bleach. Wipe down a second time with 100 % alcohol. Allow to dry.

**5.6.2.3** Place the sample into the cleaned grinder and grind the sample to a fine powder. Note: for small bones that are too small for the coffee grinder, a mortar and pestle may be used to grind the bone to a powder for DNA extraction.

## **5.6.3 DNA Extraction**

**5.6.3.1** Aseptically transfer 0.5 g to 3 g of powder to a 2 mL, 5 mL or 15 mL conical tube. Place any excess bone or tooth powder into a separately labeled tube and save.

**5.6.3.2** To the sample add the following:

675 µL SEB  
75 µL Proteinase K  
750 µL 0.5M EDTA

**5.6.3.3** Mix by inverting the 2 mL, 5 mL or 15 mL tube several times.

**5.6.3.4** Incubate the tube containing the sample at 56 °C for 24 to 48 hours (based upon sample type), inverting the tube several times during incubation to mix the sample.

**5.6.3.5** Divide the liquid from each digested sample into up to three (3) 2 mL screw cap tubes. Each tube should contain approximately 500 µL.

**5.6.3.6** While the sample is still warm, add the following:

30 µL 3M NaOAC, pH 5.0  
1 µL carrier RNA

**5.6.3.7** Vortex and spin in a microcentrifuge to force the condensate to the bottom of the tubes.

**5.6.3.8** Proceed to **5.7** to continue with Protocol: DNA Purification (Large Volume).

**5.6.3.9** Once the DNA purification protocol has been completed on the EZ1 Instrument and the sample tubes have been removed, prepare a Microcon 100 concentrator (or equivalent) by labeling the concentrator and centrifuge tube and wet the membrane with 20  $\mu$ L TE buffer.

**5.6.3.10** Transfer the eluted sample from the sample tubes containing the sample to the concentrator.

**5.6.3.11** Cap the concentrator and spin in a microcentrifuge at low speed (i.e., no greater than 4000 rpm) for 10 minutes.

**5.6.3.12** Remove the spin cap and add 40  $\mu$ L TE to the concentrator. Remove the concentrator from the filter cup and carefully invert onto a new labeled 1.5 mL flip-top microcentrifuge tube. Discard the corresponding centrifuge tube containing the filtrate into a biohazard waste container.

**5.6.3.13** Centrifuge the assembly at 4000 rpm for 5 minutes.

**5.6.3.14** Remove and discard the concentrator.

## **5.7 Operation of the EZ1 Advanced XL BioRobot**

**5.7.1 Cleaning/Maintenance** – All cleaning/maintenance tasks shall be documented on the Forensic Biology Section EZ1 Cleaning/Maintenance Form (located with the instrument). The QCO shall retain such information in the QC files with the specific instrument cleaning/maintenance records.

### **5.7.1.1 UV Decontamination**

**5.7.1.1.1** Prior to use of the EZ1 Advanced XL for a batch, each Forensic Scientist shall perform a UV decontamination run as follows:

**5.7.1.1.2** Switch on the EZ1 Advanced XL at the rear power switch.

**5.7.1.1.3** Ensure the EZ1 Advanced XL door is closed. In the main menu, press “1” to select the UV light function.

**5.7.1.1.4** Use the keys “0” through “9” to set the duration of the decontamination time to 30 minutes. Note: The default is 30 minutes. Pressing “ESC” will abort the procedure and return you to the main menu. After setting a valid time, press the “ENT” key.

**5.7.1.1.5** Press “START” to switch on the UV lamp. The worktable will move slowly back and forth under the UV light. For user safety, the UV lamp cools for approximately 3 minutes. The EZ1 Advanced XL cannot be opened until after the cooling time has elapsed. After the cooling period, press the “ESC” key to return to the main menu.

**5.7.1.2 Daily Cleaning (Post-Use)** - After each protocol run, the piercing unit of the pipettor head and the worktable shall be cleaned by the Forensic Scientist as follows:

**5.7.1.2.1** After removing the sample elution tubes, remove sample preparation waste (sample tubes, reagent cartridges, and filter tips), and discard in a biohazard waste container.

**5.7.1.2.2** Close the EZ1 Advanced XL door.

**5.7.1.2.3** Press “2” in the main menu to select the manual function.

**5.7.1.2.4** Press “3” to choose the “Clean” operation.

**5.7.1.2.5** Press “START”. The EZ1 Advanced XL will lower the piercing unit.

**5.7.1.2.6** Open the EZ1 Advanced XL door and wipe the piercing units and tray using ethanol.

**5.7.1.2.7** Close the EZ1 Advanced XL door and press “ENT”. The piercing unit returns to its original position.

**5.7.1.2.8** Press “ESC” to return to the main menu.

**5.7.1.2.9** Open the EZ1 Advanced XL door. Clean the racks with ethanol.

**5.7.1.2.10** A new protocol can now be performed or the instrument can be switched off.

**5.7.1.3 Weekly Maintenance**

**5.7.1.3.1** During weeks where the instruments are in use, , the Forensic Scientist shall apply silicon grease to the end of a filter-tip after ensuring the completion of the daily cleaning.

**5.7.1.3.2** Apply silicon grease to the surface of the O-rings.

**5.7.1.3.3** Place the tip onto the pipettor head, and rotate the tip on the pipettor head to distribute the silicon grease evenly. Note: The filter-tip should sit flush against the upper white plastic bar if the O-rings are properly greased. There should not be a gap.

## **5.7.2 Operation of the EZ1 Advanced XL for DNA Purification**

**5.7.2.1** If fewer than 14 samples are being purified, the reagent cartridges, sample tubes, elution tubes, and filter-tips may be loaded in any order on the rack. However, tips and tubes must be in line with the reagent cartridges.

**5.7.2.2** Switch on the EZ1 Advanced XL at the rear power switch. After initialization, the main menu appears.

**5.7.2.3** Setup the worktable to perform the appropriate DNA Purification Protocol.

**5.7.2.3.1** Remove the tip rack and cartridge rack from the worktable.

**5.7.2.3.2** Load the reagent cartridges.

**5.7.2.3.2.1** Invert the reagent cartridges several times to mix the magnetic particles. Use the same number of reagent cartridges as the number of samples to be processed.

**5.7.2.3.2.2** Tap the reagent cartridges until the reagents are deposited at the bottom of the wells.

**5.7.2.3.2.3** Slide the reagent cartridges into the cartridge rack in the direction of the arrow until you feel resistance. Press down the cartridges until they click into place.

**5.7.2.3.2.4** Return the cartridge rack to the worktable.

**5.7.2.3.3** Load the elution tubes, filter-tips, and sample tubes.

**5.7.2.3.3.1** Place the appropriate number of filter-tips into the tip holders.

**5.7.2.3.3.2** Load the elution tubes, tip holders containing filter-tips and sample tubes into the sample rack in the following order:

Row 4: Sample Tube (containing digested sample)

Row 3: Empty

Row 2: Tip holder containing filter-tip

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Row 1: Elution tube

Ensure that the elution tubes, tip holders containing filter-tips and sample tubes are loaded in the same order as the reagent cartridges.

Note: If the sample tube is a flip-top tube, the top shall be cut off prior to placing it onto the instrument.

**5.7.2.3.3.3** Return the tip rack to the worktable.

**5.7.2.3.3.4** Close the instrument door.

**5.7.2.4** Starting and Finishing a Protocol Run.

**5.7.2.4.1** Press “START” on the control panel. (If asked to “create a report file” choose “ESC”.)

**5.7.2.4.2** Press “1” (Trace Protocol) or “3” (Large Volume).

**5.7.2.4.3** Press “2” to elute the samples in TE buffer. Then select the appropriate elution volume for the set of samples being run by pressing “1” (40), “2” (50), “3” (100) or “4” (200).

**5.7.2.4.4** Press “ENT” to proceed through the text shown on the display, ensuring the worktable is setup as described.

**5.7.2.4.5** Press “START” to begin the purification procedure.

**5.7.2.4.6** When the protocol ends, the display shows “Protocol finished.”

**5.7.2.4.7** Press “ENT” to continue. Open the instrument door.

**5.7.2.4.8** Retrieve the elution tubes containing the purified DNA and cap with screw caps. The DNA is ready to use, or can be stored refrigerated at 2-8 °C until quantitation.

**5.7.2.4.9** Press “ESC” twice to return to the main menu. Clean the instrument following steps in section **5.7.1.2**.

**5.8 Concentration of Extracted DNA**

**NOTE:** This procedure may be used if (1) the original final volume of the DNA extract, based on the training and experience of the Forensic Scientist, leaves the extract too diluted to obtain a DNA profile or (2) if the sample amount for an item required the use of multiple tubes and the final product shall be concentrated into one final tube. If the final volume is less than the final volume of the associated negative extraction control, the control shall also be concentrated using the steps below.

**5.8.1** Vortex the extracted DNA and centrifuge briefly at maximum speed (5 seconds).

**5.8.2** Wet the membrane of a new, labeled Microcon 100 concentrator (or equivalent) with TE. Transfer the extracted DNA to the concentrator.

**5.8.3** Cap the concentrator and spin in a microcentrifuge at 4000 rpm for 10 minutes.

**5.8.4** Remove the spin cap and add a measured volume of TE. The TE cannot be less than 20 µL and is dependent on the results of the previous quantitation. If the sample could be processed for Y-STR analysis, bring it up in no less than 40 µL of TE unless there is original evidence remaining. Remove the concentrator from the corresponding microcentrifuge tube and invert the concentrator onto a labeled microcentrifuge tube. Discard the corresponding centrifuge tube.

**5.8.5** Spin the assembly in a microcentrifuge at 4000 rpm for 5 minutes.

**5.8.6** Discard the concentrator. Cap the microcentrifuge tube.

**5.9 Storage of DNA Extracts** – Store the samples at 4 °C (short term) or frozen (long term.) Prior to use of samples after storage, they shall be vortexed and then centrifuged for 5 seconds.

**6.0 Limitations** – N/A

**7.0 Safety**

**7.1** Do not use bleach to clean or disinfect the instrument. Bleach in contact with salts from the buffers may produce toxic fumes.

**7.2** Use caution when performing the daily cleaning. Piercing units are sharp.

**8.0 References**

Forensic Biology Section Procedure for DNA Casework Training

**9.0 Records**

Forensic Biology Section Extraction worksheet (to be used in QC)

Forensic Biology Section EZ1 Cleaning/Maintenance Form

**10.0 Attachments – N/A**

<b>Revision History</b>		
Effective Date	Version Number	Reason
09/25/2013	1	Original Document
03/07/2014	2	5.7 – reorganized section to group cleaning/maintenance tasks; 5.7.1 – added documentation requirement; 5.7.1.3 - changed wording to maintenance; 9.0 – added EZ1 cleaning form as record
04/18/2014	3	3.0 – updated unknown definition; 5.1 – added wording to clarify setup of extractions; 5.7.1.1.1 – clarified when UV would be performed; 5.7.2.4.1 – added wording to match computer prompts; 5.8 – added wording to allow combining of sample tubes
08/29/2014	4	5.1.4.3 – added requirement to uniquely identify additional controls; 5.2.2, 5.4.2, 5.5.2 – clarified wording; 5.4.6 – removed specific tube type; 5.7.1.2.6, 5.7.1.2.9 – removed water wipe; 5.7.1.2.10 – removed wiping o-rings
02/27/2015	5	5.1.4.3 – clarified unique identifier; 5.2.2 – adjusted volumes for consistency; 5.2.6 – adjusted procedure protocol used; 5.4.2, 5.5.2- removed centrifugation step; 5.4.11 – removed minimum time; 5.7.1.3 – clarified weekly maintenance requirement